21 March 1973

MEMORANDUM FOR: DDO/OP

SUBJECT   :   Personnel Procedures

1.   Pursuant to your request to Support and Personnel Officers at your meeting with them Friday, 16 March, the following suggestions or ideas for possibly streamlining or consolidating personnel management procedures are made. These are being proffered after only very short notice, which has not allowed time for thorough survey or review of all the possible implications, so that they must be considered as suggestions for further review.

a.   We might consider, as I believe we did years ago, an even more simplified use of a position control system, arranging blocks of similar positions at each grade level within elements as large as the DDO Divisions. Division X might therefore be authorized say 55 GS 13 level operations officers. They would be assigned to one multiple encumbency position by personnel action. Within the Division the officers would be assigned for use in any branch or unit element without further personnel action. This would greatly reduce the number of personnel actions and confine their use largely to transfers between Divisions or Staffs, or to and from overseas, and for purposes such as promotion, retirement, etc. I expect such a system would reduce monitoring time substantially, reduce clerical processing time, reduce ADP input procedures time, etc. Periodic surveys by PMCD would continue to establish grade level authorizations.

25X1

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SUBJECT   :   Personnel Procedures

b. We suggest that junior officers (through Grade
GS 10) in the major categories within the DDO be promoted
by panel ranking procedures within each Division. The
current centralized Panel system is overly duplicative
and occurs at a period of employment when these officers
are not well known throughout the DDO and are in fact only
well known among officers generally below even that of
Division management level. In the current system the
production of papers, records, recommendations, and
additional files to make a centralized system work is
prodigious and it seems doubtful that it could have improved
the effort at this level.

c. We suggest that consideration be given to making
the QSI more of a direct management tool by having the
approval action effected at Division Chief level. This
would require a more precise and realistic outline of
standards and criteria for the QSI than we currently have
in regulations, and probably monitoring by a single offi-
cer at the DDO level instead of a committee. We believe
that processing time and staff preparation effort in the
personnel service would be reduced.

d. We think the "negative" time and attendance
reporting system should be considered as a possible time
and effort saver. Under this system T/A cards would
be prepared only when the record was other than normal
i.e., for leave, overtime, etc.

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Career Management Officer
Technical Services Division

ROUTING AND RECORD SHEET

OP - 614

SUBJECT: (Optional)
25X1A

FROM:		EXTENSION	NO.	
TSD Personnel	25X1A		DATE 21 Mar 73	25X1

TO: (Officer designation, room number, and building)	DATE RECEIVED	DATE FORWARDED	OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
1. DDO/OP 3C38 Hqs.	21 MAR 1973			
2.				
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ROUTING AND RECORD SHEET

op-607

SUBJECT: (Optional)

25X1A

FROM: TSD Personnel	EXTENSION	NO.		25X1
		DATE 20 Mar 73		

TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
	RECEIVED	FORWARDED		
1. DDO/OP 25X1A9A 3C34 Hqs.	2 MAR 1973			
2.				
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